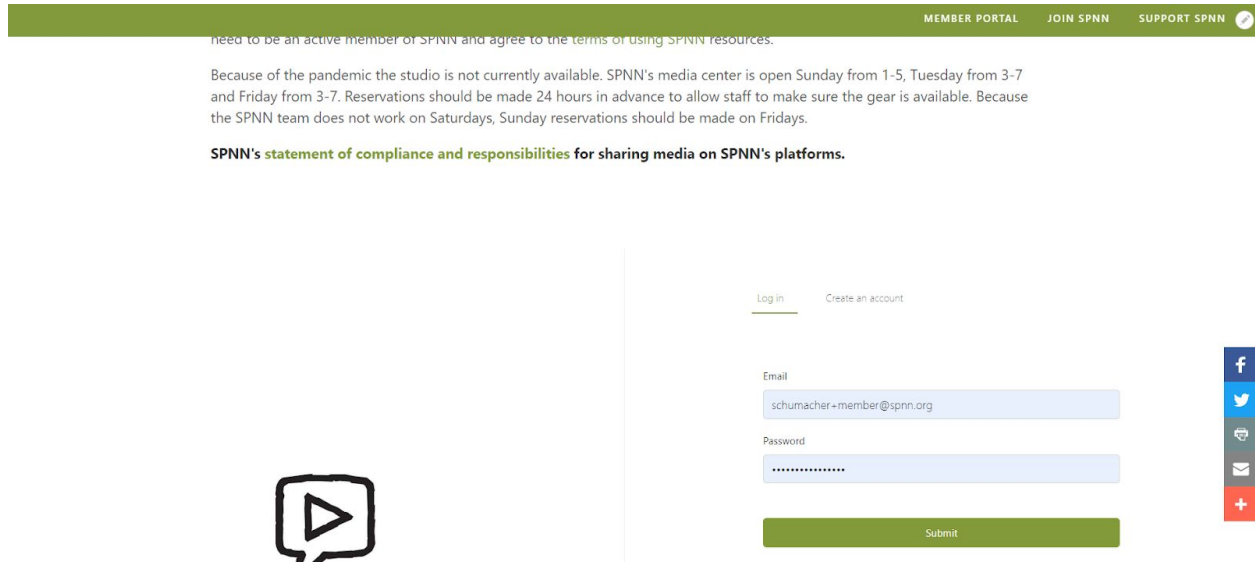


Member Portal

Sign up through the “Member Portal” on the website.

Once they have an account they would go to www.spnn.org and click on Member Portal. They would select Log In and put in their email address and password and click submit.



need to be an active member of SPNN and agree to the terms of using SPNN resources.

Because of the pandemic the studio is not currently available. SPNN's media center is open Sunday from 1-5, Tuesday from 3-7 and Friday from 3-7. Reservations should be made 24 hours in advance to allow staff to make sure the gear is available. Because the SPNN team does not work on Saturdays, Sunday reservations should be made on Fridays.

SPNN's [statement of compliance and responsibilities](#) for sharing media on SPNN's platforms.

Log in Create an account

Email
schumacher+member@spnn.org

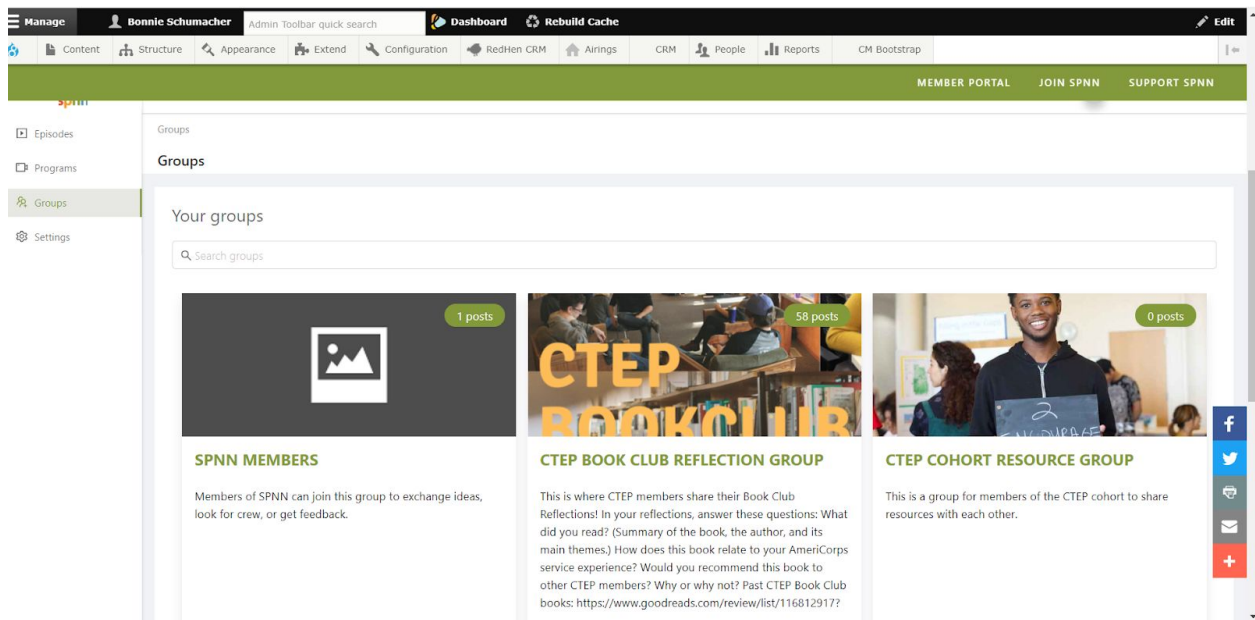
Password
.....

Submit

They will then be on the home page. On the left side will be Episodes, Programs, Groups, Settings.

Groups

If you click on groups you will see the groups that you are a part of.



Manage Bonnie Schumacher Admin Toolbar quick search Dashboard Rebuild Cache Edit

Content Structure Appearance Extend Configuration RedHen CRM Airings CRM People Reports CM Bootstrap

MEMBER PORTAL JOIN SPNN SUPPORT SPNN

Episodes
Programs
Groups
Settings

Groups

Groups

Your groups

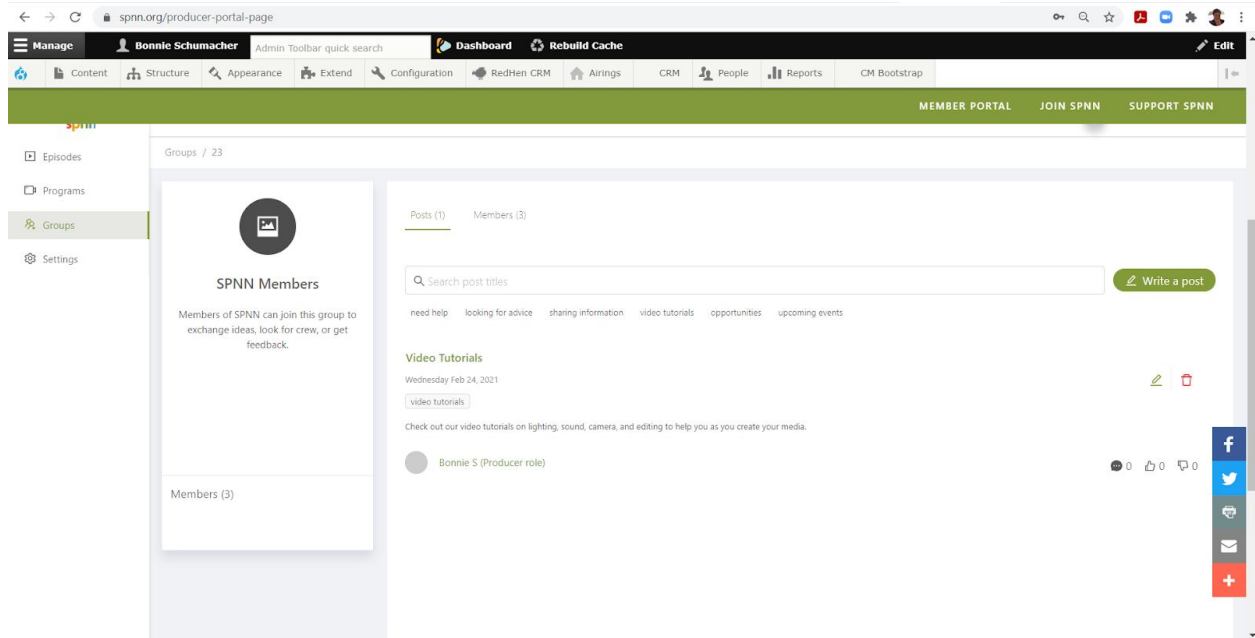
Search groups

SPNN MEMBERS 1 posts
Members of SPNN can join this group to exchange ideas, look for crew, or get feedback.

CTEP BOOK CLUB REFLECTION GROUP 58 posts
This is where CTEP members share their Book Club Reflections! In your reflections, answer these questions: What did you read? (Summary of the book, the author, and its main themes.) How does this book relate to your AmeriCorps service experience? Would you recommend this book to other CTEP members? Why or why not? Past CTEP Book Club books: <https://www.goodreads.com/review/list/116812917?>

CTEP COHORT RESOURCE GROUP 0 posts
This is a group for members of the CTEP cohort to share resources with each other.

Select the group you want. Once in it you will be able to see the posts made to that group. Make your own post (select “write post” on the right side) or see the members of the group. You can also sort by selecting one of the tags before the first post. If you would like to be a part of the SPNN Producer/Member group email Bonnie at schumacher@spnn.org and she will add you to the group.



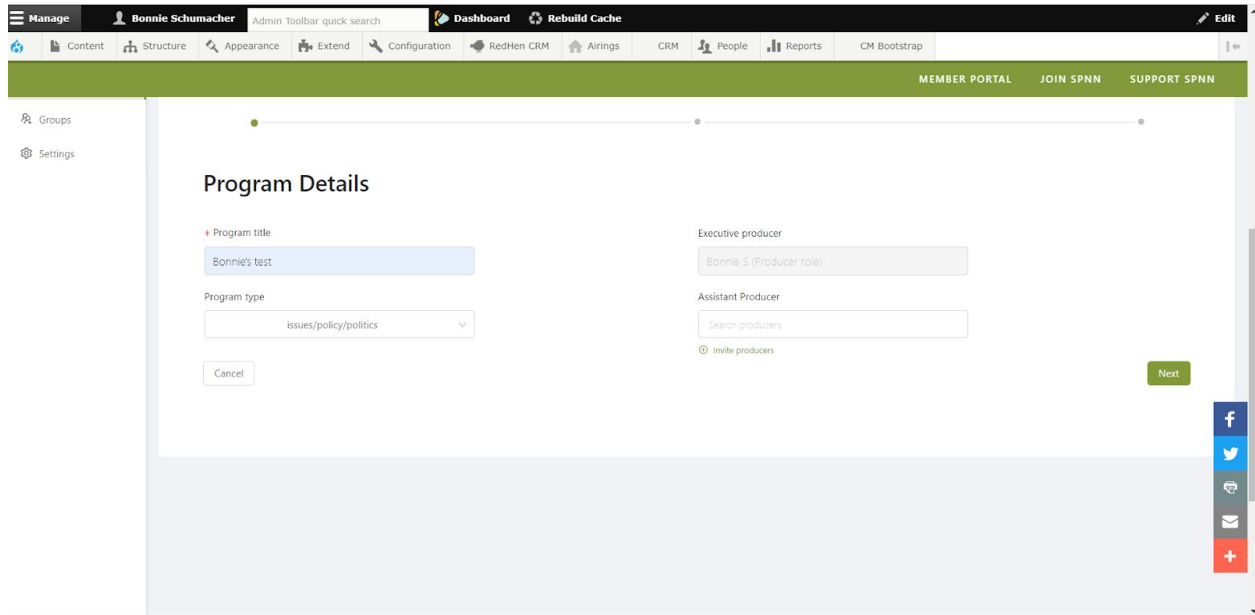
You can select your settings

You can turn on email notifications for

- when episodes or programs are declined.
- When episodes or program are accepted
- Or when there's a new post in my groups.

Programs

If you are looking to upload an episode of a program, you must first create the Program. Select the Programs tab. Select “Add New Program” in the right hand corner. Fill in the name of the program (series title) the type of program and you can add assistant producers, if they have signed up for an account in the member portal.



You will then fill in the full description of the program, select main topics (you can select more than one) and if you have a website you can link to that. Select the “next” button. You can attach documents if you want, but this is not necessary. You can upload a thumbnail, like a intro graphic. Then hit “Submit for Review”.

Episodes

To upload an episode of your program click on the Episodes tab. Select Add new episode. You will check the box for “This episode is part of an ongoing program” Then you will be able to select the Program from the drop down menu.

- Fill out the details, you will be the default executive producer. You can add Assistant producer.
- Check the box if there is adult language.
- Check the box that you have read the Statement of compliance (if you need to read it scroll to the top of the page and click on the link).
- Fill in any requested air dates or other information you want SPNN to know.
- Then click next

The screenshot shows the 'Episode Information' form in the SPNN Admin interface. The form is divided into several sections:

- Episode title:** A text input field containing 'test 2 from Bonnie'.
- Program:** A dropdown menu with 'Bonnie's test' selected. Below it is a 'Create a program' button.
- Executive Producer:** A dropdown menu with 'Bonnie S (Producer role)' selected.
- Assistant Producer:** A dropdown menu with 'Joua Lee Grande (participant) X' selected. Below it is an 'Invite Producers' button.
- Date of production:** A date picker field showing '2021-02-25'.
- Compliance:** A checkbox labeled 'This episode part of an ongoing program' which is checked. Below it is another checkbox 'This is a sponsored episode?' which is unchecked.
- Episode number:** A text input field with the placeholder 'Your episode number'.
- Content Rating:** A checkbox 'Has Adult Content and needs to be scheduled between 10PM and 6AM' which is unchecked.
- Compliance Statement:** A checkbox 'I affirm that I have read SPNN's statement of compliance and responsibilities (see above) and am in compliance.' which is checked.
- Additional Information:** A text area with the placeholder 'Please let us know any additional information; air dates, content tags, etc.' and a sub-field for 'Air dates:'.

From here you can put in a short description and the full description of the program. Select the Main topic from the drop down menu. Add any tags you might want. Then hit next

The screenshot shows the 'Episode Information' form in the SPNN Admin interface, focusing on the description and tags sections:

- Short description:** A text input field containing 'just a test'. Below it is a '250 character limit' indicator.
- Full description:** A larger text input field containing 'still just a test'.
- Main Topics:** A dropdown menu with 'politics X' selected.
- Tags:** A text input field with 'ttest X' entered.
- External links:** A button labeled '+ Add links'.
- Navigation:** 'Back' and 'Next' buttons are visible at the bottom of the form.

Upload your video file or put in a url we are able to download a full quality video from. You can upload an episode thumbnail and attach any documents that you need. You do not have to fill out a Playback Release form, because you just did electronically. Hit Submit for review. Staff will then accept or deny your request. You should see it show up in the episodes and see it's status



- Episodes
- Programs
- Groups
- Settings

Episodes

Episodes

All episodes In review Accepted Declined Draft

+ Add new episod

Search Episodes

Title	ID	Production Date	Program	Published	Status	Action
test 2 from Bonnie	77950	25-02-2021	Bonnie's test	Unpublished	In review	Edit
Bonnie's test	60996	22-02-2021	N/A	Unpublished	Accepted	Edit
Draw Nearer to the Lord	41279	05-11-2020	N/A	Unpublished	Accepted	Edit

< 1 >